

# IOWA BOARD OF EDUCATIONAL EXAMINERS

## Instructions for Completing the Waiver Form And Electronic Fingerprinting Form

Please read carefully the following information as a guide to answering the questions on the waiver form.

- 1) All criminal convictions must be disclosed. This includes any and all OWIs. An OWI is a criminal conviction. The Board's licensure question requires that an applicant disclose all criminal convictions including OWIs and all misdemeanor offenses whether a simple, serious, or aggravated misdemeanor.
- 2) When an individual applicant signs a waiver release, the Board is entitled to access all criminal history convictions, including those involving deferred judgments or expunged records. An applicant, therefore, must disclose all convictions, even if the public record has been expunged or a judgment deferred.
- 3) Due to an Iowa Supreme Court decision, an incident with a deferred judgment will be considered when making licensure decisions because a deferred judgment is a conviction. The individual was either found guilty of, or pled guilty to, the incident, and the incident must be disclosed. Although sentencing or penalty may not be imposed if the individual successfully completes the probation, a deferred judgment is still considered a conviction and must be disclosed.
- 4) Please keep in mind that not all criminal offenses, founded abuse reports, or suspended or revoked licenses from another state will result in a Board decision not to issue a license. The applicant, however, must provide truthful information for the Board's review. A failure to disclose may result in the denial of a license, certificate, or authorization.
- 5) For any "Yes" response, explain on a separate 8 ½ x 11 paper and attach it to the waiver form. Do not respond on the waiver form. Be sure to include the date of the violation(s).
- 6) If you have already completed a background check for a license or authorization from the Iowa Board of Educational Examiners, you might not need a new one. You can call the Board of Educational Examiners at 515-281-3245 to inquire about your specific situation.
- 7) Please note that the **FINGERPRINTING MUST BE PERFORMED BY AN AUTHORIZED FINGERPRINTER from the Board of Educational Examiners.**
- 8) Complete and sign the waiver. Attach a check or money order for \$52.00 made payable to the Iowa Board of Educational Examiners. Give check or money order, Waiver Form, and Electronic Fingerprinting Form to the fingerprint scanner operator.

# IOWA BOARD OF EDUCATIONAL EXAMINERS

## WAIVER

Folder # (if known)	Social Security #	Date of Birth Month      Day      Year	<input type="checkbox"/> Male <input type="checkbox"/> Female
Last Name	First Name	Middle Name	Maiden Name
Address	City	State	Zip Code
Home Phone (      )	Work Phone (      )	Email Address	Teacher Prep. Institution

I hereby give permission for the Board of Educational Examiners to conduct both an Iowa criminal history record check with the Division of Criminal Investigation and a national check through the Federal Bureau of Investigation. Any information maintained by the DCI or the FBI may be released as allowed by law.

### Background Information:

For a "Yes" response on a. – e., attach a written explanation on 8 1/2" x 11" paper. Be sure to include the date of the violation. DO NOT explain on this application form. \*If you have reported a "Yes" response on a previous application, check "PR" (previously reported) instead of "Yes" on this application, if no further conviction(s) has occurred.

- a. Yes ☐ No ☐ PR ☐ Have you ever been convicted of a felony?
- b. Yes ☐ No ☐ PR ☐ Have you ever been convicted of a crime other than parking or speeding violations?  
(NOTE: Include all deferred judgments.)
- c. Yes ☐ No ☐ Do you currently have any criminal charges pending against you?
- d. Yes ☐ No ☐ PR ☐ Have you ever had a founded report of child dependent or adult abuse made against you?
- e. Yes ☐ No ☐ PR ☐ Have you ever had an educational license denied, revoked, or suspended?
- f. Yes ☐ No ☐ Are you a United States citizen? If you answered "No," check if you are:  
☐ a qualified alien (as defined in 8 U.S.C.A. § 1641). If so, please provide appropriate documentation.  
☐ an alien who is paroled into the United States under 8 U.S.C.A. § 1182(d)(5) for less than one year. If so, please provide appropriate documentation.  
☐ a foreign national not physically present in the United States.  
☐ other – Please provide a detailed explanation on a separate 8 1/2 x 11 sheet of paper
- g. Yes ☐ No ☐ Have you already completed a background check for a teaching license, coaching authorization, or other license or authorization from the Iowa Board of Educational Examiners? (If you answered "Yes" you might not need a new background check.)

**Statement of Fraud:** Fraud in the procurement of a license or falsifying records for licensure purposes may constitute grounds for filing a complaint with the Iowa Board of Educational Examiners. I understand that any misrepresentation of facts may result in the denial or revocation of my license.

I certify under penalty of perjury and pursuant to the laws of the State of Iowa that the information on this waiver is true and correct.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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## Electronic Fingerprinting

Complete all items listed below for the scanning process. Please print legibly.

Name
Citizenship (Country)
Race
Height (feet & inches)
Weight (pounds)
Eye Color
Hair Color
Place of Birth (City, State)
Sex

Iowa Board of Educational Examiners  
Licensure  
Grimes State Office Building  
400 E. 14<sup>th</sup> St.  
Des Moines, Iowa 50319-0147  
Licensure Office: 515-281-3245  
FAX: 515-281-7669

## For office use:

Case ID
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